



## MINSTER LOVELL PARISH COUNCIL

[www.minsterlovell-pc.gov.uk](http://www.minsterlovell-pc.gov.uk)

Parish Clerk: Alexandra Molton

111 Walker Drive, Faringdon SN7 7FY

Email [info@minsterlovell-pc.gov.uk](mailto:info@minsterlovell-pc.gov.uk)

Tel: 07712 705865

### MINUTES OF THE PARISH COUNCIL MEETING ON MONDAY 18TH MAY 2020 AT 7.30PM VIA ZOOM

**Present:** Cllr. David Haley (Chair), Cllr. Chris Jones, Cllr. Ann Williams, Cllr. Jonathan Stowell, Cllr. Colin Alderman, Cllr. Jean King, Cllr. Sue Bicker, Alexandra Molton (Clerk).

**Apologies:** None.

**Parishioners present:** 5

#### **1. Welcome / Members present and apologies for absence.**

Cllr. Haley welcomed Councillors and Parishioners to the meeting and explained that the Council will be using Zoom to conduct Parish Council meetings whilst the Covid-19 restrictions on social gatherings and social distancing remain in place.

#### **2. Declaration of interest in agenda items.**

None at this point in the meeting.

#### **3. Parishioner's Public Participation (for questions and comments on agenda items).**

Members of the public had no questions or comments to make at this point in the meeting.

#### **4. Delegation of Authority; to confirm delegated powers to the Parish Clerk for the duration of Covid-19 restrictions.**

The Clerk explained that since the previous meeting OALC have announced, in line with Government Guidance, that because Councils are able to conduct their usual Council business, including voting during virtual meetings, it is no longer necessary for authority to be delegated to Clerks. This was noted by the Council.

#### **5. To ratify the Minutes of the Parish Council Meeting dated 16<sup>th</sup> March 2020.**

Cllr. Alderman proposed accepting the minutes as a true and accurate record of the meeting; seconded by Cllr. Bicker and unanimously agreed.

#### **6. To receive the Minutes of the Parish Council Meeting dated 20<sup>th</sup> April 2020.**

Cllr. Stowell proposed accepting the minutes as a true and accurate record of the meeting; seconded by Cllr. Williams and unanimously agreed.

#### **7. To receive an update from District Councillor Gill Hill.**

Cllr. Hill sent a report which was circulated by the Clerk and Cllr. Hill joined the meeting at 8pm.

Cllr. Hill reported the following:

Business is fairly quiet at West Oxfordshire District Council (WODC) with the major concentration being on the COVID-19 situation and response. The Council offices are closed and officers and staff are working from home.

West Oxfordshire District Council has a Hub set up for vulnerable people who are being supported according to their needs. There are over 2,100 individuals on the shielded list in West Oxfordshire some with more complex needs than others. There are currently 685 people with more serious needs and 40 officers are working outside their own jobs in a large team managing the phones and assisting these people.



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Councillors have been calling people on the assisted waste list to provide advice and support. There were 617 individuals on this list who may not be on the shielded list nor identified by community groups as vulnerable but have asked the District Council for assistance in getting their bins out.

Cllr. Hill said that WODC are doing everything they can to reach people by every means possible including being in contact with CAB, Volunteer Link Up, Age UK, Cottsway and Social Services on a weekly basis.

Ubico are doing an excellent job in collecting the bins and maintaining services.

Community Relief Business Grants have been sent to every Village Hall, Memorial Hall and Sports facility. These grants came from Central Government.

A virtual Full Council Meeting was held last Wednesday and was deemed to be successful.

Cllr. Hill asked if the Parish Council had received any funding for St Kenelm's Hall. The Council confirmed that the Hall is owned by St Kenelm's Church and run by a management committee. Mr Ford later confirmed that the management committee are pursuing the funding.

### **8. To receive an update from District Councillor Kieran Mullins.**

Cllr. Mullins reiterated Cllr. Hill's information regarding the Covid-19 updates in the local area. He also reported the following:

- West Oxfordshire District Council will be reviewing plans to carry out democratic processes in October.
- All WODC Council meeting, including those of committees, will resume and be held virtually until the current restrictions are lifted.
- He has contacted the relevant Officers regarding a list of outstanding jobs from WODC which was provided by the Clerk.

Cllr. King asked whether the dog litter bin in Jubilee Walk, which has not been emptied, was due to be collected. Cllr. Mullins will check this and report back to the Clerk.

Cllr. Stowell asked when the next Lowlands Planning Committee meeting is and Cllr. Mullins confirmed that it is on Tuesday 26<sup>th</sup> May at 2pm.

Cllr. Alderman confirmed that the litter bins in Wash Meadow are rusting and need to be replaced. Cllr. Bicker confirmed that the dog bin on Wash Meadow needs replacing.

### **ACTION: Cllr. Mullins and the Clerk to report these to WODC.**

The Parish Council agreed that Ubico have been doing a good job with refuse collections and asked Cllr. Mullins to pass thanks back to the team for their hard work.

### **9. To receive an update from County Councillor Liam Walker.**

Cllr. Haley thanked Cllr. Walker for helping with delivery of the Covid-19 leaflet.

Cllr. Walker reported the following:

Household waste recycling centres opened today and are open 8am - 4pm. There were some queues but the public are being advised to exercise patience in using these. The nearest site to Minster Lovell is at Stanton Harcourt.

Cllr. Walker has checked the gravel storage area off of Burford Road following complaints from Minster Lovell residents about untidiness. He is now satisfied that this is tidy. 110 miles of road resurfacing has taken place in Oxfordshire during the lockdown period.

Oxfordshire County Council has been given funding from the Government to use to address local issues. Cllr. Walker is looking at installing some 20 mph zones in villages with this money. Cllr. Haley asked if there is a consultation in place about this. Cllr. Walker confirmed there is not because this funding is related to Covid-19 and so will be used to make roads safer for villagers now that more people are walking and cycling. The Council agreed that a 20 mph zone could be useful, particularly in the Old Village and ideally the whole of Ripley Avenue estate, or at least the area around St Kenelm's School. Cllr. Walker will check the possibility of installing a 20 mph zone in both areas and confirm details with the Clerk.



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Cllr. Bicker explained that wood chippings have now been left near the gravel store. Cllr. Walker confirmed that he will report the wood chippings to WODC for clearance because these have been fly-tipped here.

Cllr. Jones asked for more information about work being carried out to the bridge outside of Burford School and the possibility of replacing it with a pelican crossing. Cllr. Walker confirmed that a structural survey will be carried out on the bridge and if it cannot be repaired it will be taken down and a crossing installed instead.

Mrs Doughty suggested that the welcome gates on the Burford road could be replaced with the Covid-19 money as these are old and damaged. Cllr. Walker confirmed that unfortunately this is not possible as the money is only for schemes relating to active travel.

**ACTION: Clerk to add welcome gates to the June meeting agenda.**

### **10. To review planning applications, decisions, appeals and enforcements\***

#### **a) To receive and consider planning application 20/01028/HHD; 23 Cotswold Close: Single storey rear extension.**

Councillors considered the application and had no comments.

**ACTION: Clerk to confirm this with WODC.**

#### **b) To review and discuss consultation on B4437 Forest Road, Windrush River & Ninety Cut Hill Bridges (Charlbury, Minster Lovell & Astall) Proposed Weight Restrictions.**

Cllr. Stowell confirmed that there is currently a restriction of 18 tonnes on the bridge. Burford are asking for a 7.5 tonnes limit on their bridge and this is likely to push traffic through Minster Lovell instead.

Cllr. Stowell proposed that the Parish Council ask for the weight limit on the Minster Lovell Bridge to be reduced to 7.5 tonnes; seconded by Cllr. Alderman and agreed unanimously.

Cllr. Williams asked the Clerk about the structure being built in the garden of the Horse and Radish pub. The Clerk confirmed that she has emailed WODC about this and telephoned today to be told that it is not possible to speak to an Enforcement Officer about this over the phone. The main structure has been completed but it is not clear whether this will be used for storage or commercial use.

**ACTION: Clerk to check the application again under the previous pub name, The Dovecote, and continue to follow-up with WODC planning enforcement.**

### **11. Feedback on Covid-19 leaflet distribution.**

The Clerk printed the leaflets and volunteers in the Village helped to distribute these throughout the Village. Councillors had received comments that residents thought it was helpful and worthwhile.

### **12. Monthly dog fouling report.**

Mrs Holloway reports finding deposits on 6<sup>th</sup> May and 13<sup>th</sup> May but generally it has not been too bad and Villagers appear to be considerate at a time when more people are walking more.

### **13. Allotments report.**

Cllr. Bicker reported that plots 12, 13 and 15 do not appear to be getting tended. The footpath between plots 12 and 13 also needs attention. Some tenants are also having problems locking the padlock.

**ACTION: Clerk to replace the padlock this week with the spare that she has**

Cllr. Jones proposed writing to tenants not tending their plots to ask them to tend the plots or end their tenancy; seconded by Cllr. Bicker and agreed unanimously.

**ACTION: Clerk to write to tenants.**



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### **14. Matters and actions arising from the previous meeting which are not covered by other agenda items:**

#### **a) To review Action Log.**

Councillors reviewed the Action Log and had no questions about the actions which had taken place.

Cllr. King asked for the Clerk to add on dates of actions taken for clarity and to act as an audit trail.

Cllr. Stowell confirmed that the inhabited van in the lower Village has now gone so item 19 can be removed.

#### **b) Wychwood View fencing.**

The Clerk confirmed that she has still not had a definitive date from McCrackens regarding the fencing work. Cllr. Bicker confirmed that the trailer was removed and the grass was cut today but this has now been moved back on the grass. Cllr. Walker offered to speak to Mr Williams again regarding the farming machinery. The Council confirmed that the farm vehicle being parked on the road has no number plate which it should if it is being parked on the public highway. This is a matter for the Police.

#### **c) Village maintenance: setting up an annual review schedule.**

Cllr. King confirmed that the Jubilee bench does not seem to be repairable – Mr King has suggested contacting the manufacturer or replacing the bench. Cllr. Stowell offered to check the bench and replace the wood underneath with new legs and a new cross piece if this is possible. Councillors thanked Cllr. Stowell for this offer.

Cllr. Stowell proposed creating an annual maintenance review and an annual budget for repairs over the year and all Councillors agreed.

**ACTION: Clerk to draft an annual review and maintenance budget to be added to the Precept for next year.**

#### **d) War Memorial fence post replacement.**

The Clerk had contacted contractors to quote for this work but there was some misunderstanding about the location of the issue. Cllr. Stowell confirmed that one post at the current war memorial needs to be replaced.

**ACTION: Clerk to obtain quotations for this to be replaced.**

Cllr. Mullins left the meeting at 8.37pm.

### **15. Finance:**

#### **a) To consider and approve payments due**

The Council noted that there was an error on the agenda and details of the invoice 33352886 should read 2020/21. Councillors queried the invoices from WODC for dog litter bin emptying and Mrs Doughty confirmed that the Parish Council pay for these to be emptied as they installed them and from previous experience as Parish Clerk she believed these figures to be about right.

With this amendment Cllr. Alderman proposed signing the cheques as laid out in the agenda; seconded by Cllr. King and agreed unanimously.



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Invoice number/ Reference	Cheque number	Payee	Details	Amount
05/12	200930	Alexandra Molton	Wages and office allowance	£692.80
33352886 17/03/20	200931	WODC	Emptying dog litter bins opposite Spar Shop 2021/21	£441.24
33352895 17/03/20	200932	WODC	Emptying dog litter bins Windrush Farm 2020/21	£194.77
RKL 176640 14/04/20	200933	Parish Protect	Annual Parish Council insurance	£434.56
Plot 3	200934	Berenice Dyde	Refund of remainder of allotment deposit (minus annual water charge)	£34.16
	200935	Paul Woodley (Fishing Bailiff)	Precept payment 1 2020/21	£75.00
	200936	M Nwanze	Precept payment 1 2020/21	£15.00
	200937	Trustees of Wash Meadow	Precept payment 1 2020/21	£1000.00
	200938	Minster Lovell Playing Field Trust	Precept payment 1 2020/21	£950.00
00291	200939	Multi Hands	Bus shelter window cleaning	£50.00
	200940	Chris Straince	Allotments rent – first payment 2020/21	£300.00

## b) To report payments made with the Council debit card

Payee	Details	Amount
Argos	Ink cartridges	£104.94
Sainsburys	Envelopes	£4.00
Tesco	Ink cartridge	£17.50
Argos	Ink cartridges	£84.46
Sainsburys	Stamps	£7.80

## c) To review and confirm payments received.

Councillors noted the payments which had been made and asked the Clerk if it was possible to spend less on printing cartridges. The Clerk confirmed that she now has a new printer and is planning to sign up for a monthly scheme to save money on printing costs in the future.

## d) To review and approve final budget statement for 2019/20.

Cllr. King had some queries on two of the entries so Cllr. Haley suggested that the Clerk and Cllr. King discuss this outside of the meeting to confirm that the figures are correct.

**ACTION: Clerk to work with Cllr. King on the queries and bring the final budget statement back to the June Parish Council meeting to be approved.**

## e) Bank reconciliation report for April 2020.

Cllr. Haley had received details of this via email from the Clerk and was happy to approve this. Councillors had no queries on this and the information will be circulated to all Councillors.

## f) To approve transfer of funds into Ripley Avenue Reserves Account.

The Clerk explained that the £4000 added into the Precept each year to save for a new play park in Ripley Avenue has not been transferred for the last three years. This only came to light when Cllr. King and the Clerk worked together more recently on the Council finances. Councillors asked why this had not taken place and the Clerk confirmed that she initially was not sure where to move the money to and then realised she needed the approval of the Council to do so.





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The Clerk confirmed that £12,000 needs to be moved from the current account to the savings account to rectify this. Cllr. King suggested that it was possible to transfer the money in smaller amounts. Councillors asked the Clerk to provide more information on how moving this money would impact on the Council's finances.

**ACTION: Clerk to provide a report for the June meeting to confirm the impact of transferring the money upon the day to day finances of the Council.**

### **g) Preparation for internal audit 2019-2020.**

Cllr. King is due to complete a quarterly review of the Council's finances and then the Clerk will begin to prepare for the internal audit. The Clerk confirmed that due to Covid-19 the confirmed accounts and audit do not need to be published by the Council until 30<sup>th</sup> September. A public viewing period still needs to take place in July and she will advertise these dates on the Council website and Village noticeboards.

### **h) Internal pre-audit review.**

The Clerk confirmed that she has emailed Jane Olds the additional information which she requested and the Clerk, Jane, Cllr. King and Cllr. Haley will meet via Zoom to discuss the finances in more detail. She has asked Jane to organise a meeting w/c 1<sup>st</sup> June.

**ACTION: Clerk to contact Jane Olds to confirm the timescales which she is working to as the Clerk needs to know when to add this to the meeting agenda.**

### **i) Clerk Pension payments 2020-21.**

The Clerk confirmed that she has contacted Local Government Pension Scheme (LGPS) who are the providers for Oxfordshire Clerks. She has not yet received information back about how to go about setting the pension up and the cost to the Council.

**ACTION: Clerk to bring this to the June meeting once she has confirmation of the details of this from LGPS.**

## **16. To discuss correspondence received.**

The Clerk informed the Council of an email received from Cotswold AONB regarding not cutting grass verges to allow wildflowers to grow and wildlife to benefit. Cllr. Stowell and Cllr. Williams confirmed that the report was informative and very detailed. Councillors did not want to make any changes to the current grass cutting schedule as a result of the report.

Mrs Holloway has written to the Council to thank them for their contribution to Volunteer Link Up, which has helped many residents in the Village during lock down.

## **17. 'Around the Village' – matters not covered by other agenda items that need addressing or noting.**

Cllr. King asked whether the grass outside of the Methodist Church is on the Council schedule for the annual grass cutting.

**ACTION: Clerk to check this and confirm with Councillors.**

Cllr. King confirmed that the play park in Ripley Avenue is still closed.

**ACTION: Clerk to add back on Ripley Avenue play park inspection to June agenda.**

Cllr. Alderman confirmed that there is still an array of road signs from OCC in the Old Village and Cllr. Walker confirmed that these will be collected this week.

Some residents of the Old Village have suggested opening the Wash Meadow car park to alleviate parking issue in the lower Village. Cllr. Stowell confirmed that Trustees have agreed not to open this while the current restrictions are in place. Trustees have suggested that The Swan be asked if they would open their car park but Cllr. Walker confirmed that this would make their insurance invalid as pubs are still required to be closed.

Cllr. Alderman asked how tidy the ruins are at the moment with the increase in visitors and Cllr. Stowell confirmed they are very tidy.

Cllr. Bicker reported that the grass needs to be cut on the grass verge going towards Worsham.



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**ACTION: Clerk to report this via Fix My Street.**

The grass on the junction of Wenrisc Drive also needs cutting back.

**ACTION: Clerk to contact Ubico to check when this is due to be cut.**

Cllr. Jones asked for a progress update on the damaged speed sign on Brize Norton Road. The Clerk confirmed that she contacted Thames Water and they advised her to contact OCC to report the issue. Cllr. Jones has taken a photo to show where Thames Water carried out work next to the speed sign on Brize Norton Road which has stopped working.

**ACTION: Clerk to contact Thames Water again to ask them to repair or replace the sign.**

Cllr. Jones reported a damaged BT access cover on Brize Norton Road which he will report to BT.

The meeting ended at 9.26pm.

**Signed:**

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**Cllr. David Haley, Chairman**

\*Listed planning applications are those received by the Clerk in advance of drafting the meeting agenda. The Council will review all applications received up to the date of the meeting.